

# Sandhills Community College

## Facilities Usage Application and Agreement

Copies to: Carl Johnson, Physical Plant Director  
 Karen Manning, Director of Marketing and PR  
 Dave Reece, Security Director  
 Regina Ritter, Telecommunications Coordinator

### Section I: Applicant Information

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person and Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_  
 SCC Contact on-site: \_\_\_\_\_ Phone: \_\_\_\_\_

### Section II: Event Information

Name of Event:		Type of Event:	
Date(s) of Event:	Time of Event:	until	AM _ or PM
Name of Presenter / Artist:		Phone:	
Facilities Requested:	Auditorium	Classroom	Picnic Shelter
	Lakes	Ball field	Other:
Estimated Attendance: _____ (participants / artists)	_____ audience	Open to public:	Yes No
Admission Charge:	Yes No	If yes, amount? _____	

### Section III: Other Services

Security Services (Description): \_\_\_\_\_  
 Custodial Services (Description): \_\_\_\_\_  
 Other Services (Description): \_\_\_\_\_

### Section IV: Payment of fees

Check should be made payable to *Sandhills Community College*, and should be remitted to Mr. Richard Gough, 3395 Airport Rd., Pinehurst, NC 28374. Payment must be made in advance, and this agreement along with the payment must be received at least ten (10) days prior to intended use of facilities.

### Section V: Applicable Fees (FOR INTERNAL USE ONLY)

Date	User Fees	No. of Days	Lease Amount	Other Services	Additional Fees	Total

### Section VI: Signatures and Approval

On behalf of my organization, I certify that I have read the Sandhills Community College "*Facilities Usage Agreement*" and do hereby agree to abide by the terms of this agreement. Upon submission of this application, I will provide a "Certificate of Liability Coverage" naming Sandhills Community College as additional insured.

\_\_\_\_\_  
 (Signature of SCC Authorized Representative) \_\_\_\_\_ (Date)  
 \_\_\_\_\_  
 (Signature of Applicant or Authorized Representative) \_\_\_\_\_ (Date)

Certificate of Insurance Attached	Yes	No	Date Provided: _____
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# Sandhills Community College

## Guidelines for Facilities Usage

1. The Lessee agrees and will be responsible for any damages to the building done by Lessee, his agents, assigns or participants in any activity sponsored, controlled, organized by the Lessee or for activities over which he has control and for which purpose the space was leased.
2. The Lessee will save and hold harmless Sandhills Community College from all claims, including defense and other costs, for any incident or occurrence which causes bodily injury or property damage including death arising out of the Lessee's use and or occupancy of the leased premises.
3. Lessee will carry at his own expense a policy of General Liability insurance in amounts no less than \$300,000 bodily injury and \$100,000 property damage. A certificate of insurance naming Sandhills as additional insured verifying coverage is to be supplied and in the hands of Sandhills Community College at the time the application is submitted.
4. Removal of all Lessee's stage props, supplies and materials used in conjunction with event must be removed within 24 hours after event date. Those items not removed shall be disposed of by Sandhills Community College. Sandhills Community College will assume no responsibility for these items before, during, or after the event.
5. The use of pyrotechnics and open flames is **strictly prohibited**.
6. The use of fogging equipment of any kind is **strictly prohibited**.
7. A mutual waiver of subrogation agreement is made as part of this Agreement as follows: Both the Lessee and Sandhills Community College do hereby mutually agree that to the extent permitted by the insurance of each party, each waives rights of subrogation against each other for damage caused by fire or other casualty covered by insurance, to the extent that insurance pays the claims made.
8. The Lessee agrees that its use will be orderly, that no alcoholic beverages will be sold or consumed during use of Sandhills Community College's facilities, and that all laws of North Carolina and all policies of Sandhills Community College will be fully complied with.
9. The Lessee may not assign this Agreement or sublet any part of said premises without the written consent of Sandhills Community College.
10. If the Lessee violates any of the covenants of this Agreement, Sandhills Community College may, without notice to Lessee, terminate the Agreement and retake possession of the premises. In the event the Lessee violates conditions of this Agreement, Lessee fees will be forfeited.
11. No alternations are to be made to school property without written consent of the Vice President of Administrative Services of Sandhills Community College. Rental of facilities does not include the use of College equipment.
12. FOOD and BEVERAGES are **NOT** permitted in any area of the Auditorium, including the Green Room, set room, and stage area.
13. When inclement weather forces the closing of the College, Owens Auditorium will also be closed. Because of safety issues, any event scheduled during closure of the College must be cancelled. We will gladly reschedule any event affected by this closure, or refund your user fees in full.

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## AUDITORIUM USER FEES

<u>Class</u>	<u>Classification</u>	<u>Per Day/Night *</u>	<u>Rehearsal/Occupancy*</u>
Class A	<u>Cooperative Agencies</u> NC State Government Moore & Hoke County Governments Moore & Hoke County Schools	Negotiable	Negotiable
Class B	<u>In Service Area (Moore and Hoke Counties)</u> Civic Groups Art Groups Charities	\$350.00	\$200.00
Class C	<u>Out of Service Area (Non-Profit)/</u> <u>Other County Governments</u> Municipal Government U.S. Government Charities	\$450.00	\$250.00
Class D	<u>In Service Area – For Profit Companies</u>	\$500.00	\$250.00
Class E	<u>Out of Service Area – For Profit Companies</u>	\$600.00	\$300.00
Class F	<u>Non-College Stage Promotions</u>	\$700.00	\$350.00

\*Custodial and Security Services are included in the fees above. Any additional Security beyond that normally provided will be an additional \$25.00 per hour per officer.

- Note: 1. Equipment Loading Crews and technical support are not provided.  
2. The College reserves the right to negotiate user fees as exceptions to those above.